

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

MGNREGS Act, 2005 – Designating MPDOs as Programme Officers, MGNREGS and providing an active role for Mandal Parishads and Gram Panchayats – Orders – Issued.

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PANCHAYAT RAJ AND RURAL DEVELOPMENT(RD.II) DEPARTMENT

G.O.MS.No. 139

Dated:27.09.2014

Read the following:

- 1.G.O.Rt.No.126 PR&RD(RD.II) Dept. Dt.27.01.2006.
- 2.G.O.Ms.No.28 PR&RD(E.VII.1) Dept. Dt.28.01.2006.
- 3.G.O.Rt.No.507 PR&RD(E.VII.1) Dept. Dt.28.11.2006.
- 4.G.O.Ms.No.276 PR&RD(RD.II) Dept. Dt.19.6.2007.
- 5.Government Fax Message No.472/PSRDP/2013 Dt.01.03.2013
- 6.Proposals of the Commissioner, RD, AP, Hyderabad.

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O R D E R:

In the reference sixth read above, the Commissioner, Rural Development, AP, Hyderabad has submitted proposals to designate the MPDOs as Programme Officers for the effective implementation of MGNREGS and also submitted proposals for strengthen the role of Panchayat Raj institutions in MGNREGS as stipulated in the Act, by entrusting appropriate roles in the implementation of MGNREGS to the functionaries of Mandal Parishads at Mandal level and Gram Panchayats at Village level.

2. Government have examined the proposal and it is observed that in this regard vide reference second read above Government have designates the Mandal Parishad Development Officers in the 657 Rural Mandal of the 13 Districts of united State of Andhra Pradesh where the NREGA is notified as Programme Officers, EGS under Section -15(1) of the Act.

3. The Government vide reference third read above have issued orders regarding roles and responsibilities of Mandal Parishad Development Officers (MPDOs), and in the reference fourth read above Government have issued orders designate the Mandal Parishad Development Officers as Programme Officers and redesignated the then Programme Officers as Additional Programme Officers in the 656 Rural Mandals of the 13-NREGA-AP Phase-I Districts on par with mandal of phase-II Districts.

4. The Government vide reference fifth read above have issued certain instrutction placing Additional Programme Officers as Programme Officers (FAC) at mandal Level to look after the implementation of the MGNREGS Programmes as an adhoc arrangement due to refusal of MPDOs to function as POs of MGNREGS and surrendered their Digital Signature Keys (DSKs).

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5. The Government have once again examined the proposal of the Commissioner Rural Development, AP, Hyderabad and after careful consideration hereby designate the MPDOs as Programme Officers, MGNREGS for the effective implementation of the programme and to satisfy the requirements of MGNREGS Act, 2005, and Government have also decided to strengthen the role of Panchayat Raj Institutions in MGNREGS as stipulated in the Act, by entrusting appropriate roles in the implementation of MGNREGS to the functionaries of Mandal Parishads at Mandal level and Gram Panchayats at Village level. Accordingly the important roles and responsibilities of various functionaries in the implementation of MGNREGS have been fixed as shown in the annexure to this order.

6. The Commissioner, Rural Development shall take necessary further action in the matter accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

S.P.TUCKER  
SPECIAL C.S (Planning) and  
PRINCIPAL SECRETARY TO GOVERNMENT (RD) (I/C)

To:

The Commissioner, Rural Development, Andhra Pradesh, Hyderabad.  
The Commissioner, (PR & RE), Andhra Pradesh, Hyderabad.

Copy to :

The Chief Executive Officer, SERP, Andhra Pradesh, Hyderabad.  
The Director, SSAAT, Hyderabad.  
All the District Collectors in the State of Andhra Pradesh.  
All the Chief Executive Officers, Z.P.P., in the State of Andhra Pradesh.  
All the Project Directors, DWMA in the State of Andhra Pradesh.  
All the Project Directors, DRDA in the State of Andhra Pradesh.  
All the District Panchayat Officers in the State of Andhra Pradesh.  
PS to Minister (PR, RWS & NREGS).  
PS to Prl Secretary (RD)  
PS to Secretary (PR & RWS)  
PR & RD (E.V) Department.  
Sf/Sc.

**//FORWARDED :: BY ORDER//**

**SECTION OFFICER**

## Annexure

### Roles and Responsibilities of MGNREGS Functionaries

S.No	Name of the Functionary	Roles and Responsibilities
1	MPDO and PO,MGNREGS	<ul style="list-style-type: none"> <li>• Report to Project Director, DWMA and Additional District Programme Coordinator.</li> <li>• Coordinate with Asst.Project Director in the implementation of MGNREGS</li> <li>• Roles prescribed for PO in the MGNREG Act, 2005.</li> <li>• Ensure that 100% demand is captured from all the wage seekers and anyone who applies for work gets employment within 15 days.</li> <li>• Issue Job Cards.</li> <li>• Preparation of labour budget.</li> <li>• Consolidation of all GP plans in the Mandal.</li> <li>• Assess the work demand and ensure sufficient shelf of works to meet the Labour Budget.</li> <li>• Creation of Qualitative and Durable assets to the individuals and the Community</li> <li>• Monitoring and supervising implementation of works taken up by GPs and other implementing agencies within the Mandal.</li> <li>• Ensuring prompt and fair payment of wages to all wage seekers and payment of unemployment allowance in case employment is not provided on time</li> <li>• Maintaining proper accounts of the resources received, released and utilized</li> <li>• Redressing grievances within the Mandal.</li> <li>• Ensuring conduct of social audits and following up on required actions.</li> <li>• Liaison with Banks and Post Offices in opening up of new accounts and making regular and timely payments to labour. Liaison between GPs and Mandal as also between Mandal and District for all correspondence and communication</li> <li>• To involve all functionaries of Mandal and Gram Panchayat in implementation of MGNREGS entrust suitable responsibilities from time to time.</li> <li>• Exercise control over all EGS functionaries working at Mandal level and send reports to competent authorities for taking disciplinary action in appropriate cases.</li> </ul>
2	EO(PR&RD)	<ul style="list-style-type: none"> <li>• Preparation of Mandal plan and compilation of all GPs for approval by respective PR.I.s</li> <li>• Inspection of Musters and worksite facilities.</li> <li>• Monitor the field work of APO, EC and TAs.</li> </ul>
3	AE(PR)	<ul style="list-style-type: none"> <li>• Works entrusted by MPDO from time to time</li> </ul>
4	Superintendent.	<ul style="list-style-type: none"> <li>• All establishment matters of MGNREGS.</li> <li>• All the accounts of MGNREGS.</li> <li>• Maintain payment watch register.</li> <li>• Monitor the payment cycle.</li> <li>• Monitor the work of CO.</li> </ul>
5	Sr.Asst/Jr.Asst.	<ul style="list-style-type: none"> <li>• Maintenance and maintenance of records of MGNREGS with the assistance of CO.</li> </ul>
6	Addl.PO	<ul style="list-style-type: none"> <li>• Shall be under administrative control of Programme Officer and technical control of Asst.PD.</li> <li>• Shall assist the MPDO in discharging all his functions as PO, MGNREGS.</li> <li>• Exercise control on EC/TAs/CO/FA</li> <li>• Issue of work commencement letters.</li> <li>• Complete management of Muster Rolls and M.Books</li> <li>• Timely pay order generation in coordination with all FA, CO, TA &amp; ECs.</li> <li>• Responsible for filing software problems of the Mandal in Request Tracking System (RTS) in online.</li> </ul>

7	<b>Engineering Consultant/ Junior Engineer</b>	<ul style="list-style-type: none"> <li>• Preparation of estimates for MI tanks and check dam/check wall.</li> <li>• Technical approvals and revised technical approval within their powers of sanction.</li> <li>• Shall maintain Technical Approval Register.</li> <li>• Shall keep the sanctioned estimates of all the works in his custody.</li> <li>• To make field visits in the entire mandal and guide Technical Assistants, Field Assistants/Mates in giving mark outs to works.</li> <li>• Check measurements of works in M.Book as well as through eMMS.</li> <li>• Closure of completed works.</li> </ul>
8	<b>Technical Assistant</b>	<ul style="list-style-type: none"> <li>• Identification of new works and preparation of estimates for all works except MI tanks and check dams/check walls in the standard templates.</li> <li>• Responsible for ensuring quality and quantity works.</li> <li>• Measurement of works in M.Books and through e-MMS.</li> <li>• Ensure mark outs at the worksites by FAs and build the capacities of FA and Mates in giving mark outs.</li> <li>• Collect the muster roll from the work site in person and hand over to EC / check measurement officer physically.</li> <li>• Custodian of current M.Books. M-Books of closed works shall be handed over to Addl.Programme Officer.</li> </ul>
9	<b>Computer Operator</b>	<ul style="list-style-type: none"> <li>• Software transactions like generation of estimates, work commence letters, e-Muster printing, Muster entries, generation of payorders, generation of FTOs with the approval of competent authorities and all data entry operations.</li> <li>• Assist on maintenance and custody of all records of MGNREGS at Mandal level.</li> <li>• Maintain inventory register of all furniture, accessories, computers in MGNREGS.</li> <li>• Responsible to keep all computers, printers, and other electronics accessories pertaining to MGNREGS in working condition.</li> <li>• Assist the APO in filing the Change Requests in Request Tracking System (RTS).</li> </ul>
10	<b>Panchayat secretary</b>	<ul style="list-style-type: none"> <li>• Responsible for implementation of MGNREGS at Gram Panchayat.</li> <li>• Preparation of GP plan, implementation and monitoring of works in coordination with Sarpanch and ward members.</li> <li>• Coordinate the conduct of Gram Sabha for approval of Plans.</li> <li>• Coordination of all stakeholders of MGNREGS at GP level.</li> <li>• Exercise control on FA.</li> <li>• Receive and process application for new job Cards.</li> <li>• Receive work demand applications and issue dated receipts.</li> <li>• Issue of work commencement letters.</li> <li>• Ensure 100% opening of works on demand.</li> <li>• Responsible for timely payment of wages.</li> </ul>
11	<b>Field Assistant</b>	<ul style="list-style-type: none"> <li>• Mobilize wage seekers and farmers in identification of works to meet the Labour Budget.</li> <li>• Mobilize wage seekers to apply for work Demand to ensure 100% entitlements provided in the Act in coordination with Village Organization of SHGs.</li> <li>• Visit work sites every day to verify the muster attendance.</li> <li>• Update Job Cards regularly</li> <li>• Responsible to distribute wage slips to all wage seekers through Mates.</li> <li>• Responsible to maintain of work site facilities through mates.</li> <li>• Effective communication to all SSS groups/ federations on changes introduced in the programme from time to time.</li> <li>• Under administrative control of Panchayat Secretary.</li> <li>• Under technical control of Technical Asst.</li> <li>• Maintain all prescribed registers.</li> </ul>

Section Officer